Margaret P. Grafeld Declassified/Released US Department of State EO Systematic Review 04 MAY 2006

Message Text

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PAGE 01 STATE 090204

21
ORIGIN OIC-02

INFO OCT-01 EUR-12 ISO-00 NEA-10 /025 R

DRAFTED BY IO/OIC:AJMCGINNESS:CM
APPROVED BY IO/OIC:HWBURROWS
---------- 073399
R 142223Z APR 76
FM SECSTATE WASHDC
TO AMEMBASSY LONDON
INFO AMEMBASSY ANKARA

UNCLAS STATE 090204

E.O. 11652: N/A

TAGS: OCON, AFIN, CENTO

SUBJECT: CENTO MINISTERIAL MEETING, LONDON, MAY 26-27, 1976

FOR SEYSTER AND SCHROEDER FROM MCGINNESS/OIC

1. SUBMIT ESTIMATE OF OIC ADMINISTRATIVE SUPPORT COSTS WHEN CONVENIENT. COSTS MAY INCLUDE BUT ARE NOT LIMITED TO ANY OF FOLLOWING OBJECTS: 1131 OVERTIME (AMERICANS), 1134 OVERTIME (LOCALS), 1140 CONTRACT PERSONAL SERVICES, 2311 OFFICE EQUIPMENT RENTAL, 2319 MISCELLANEOUS RENTALS (SECRETARY OF STATE'S SUITE AND HOTEL ROOMS USED AS OFFICES EXCEPT BY US SECRET SERVICE AND STATE SECURITY), 2321 TELEPHONE EQUIPMENT (INSTALLATION AND SERVICE), 2322 TELEPHONE TOLLS, 2430 PRINTING AND REPRODUCTION, 2552 SERVICES OF FACILITY OPERATION (E.G., TEMPORARY PARTITIONING), 2586 REPAIR AND MAINTENANCE OF EQUIPMENT, 2589 OTHER CONTRACT SERVICES (HIRE OF DRIVERS AND VEHICLES, INCLUDING DRIVERS' OVERTIME), 2621 REFERENCE MATERIALS (NEWSPAPERS AND PERIODICALS) AND 2622 OFFICE SUPPLIES.

2. SUBMIT TDY MARINE SECURITY GUARD, COMMUNICATOR AND SECRETARIAL REQUIREMENTS AS SOON AS KNOWN INCLUDING

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DESIRED ARRIVAL DATES.

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3. IDENTIFY HOTEL(S) TO BE USED FOR SECRETARY OF STATE, DELEGATES AND STAFF, AND PROVIDE APPROXIMATE DOLLAR COST OF AVERAGE SINGLE ROOM WITH BATH AT EACH.

4. OIC REQUIRES OFFICE (TO BE SHARED WITH S/S-EX ADMINISTRATIVE OFFICER) LOCATED IN CLOSE PROXIMITY TO SECRETARIAT (S/S-S) AND SENIOR STAFF OFFICES, AND

FURNISHED WITH FOUR DESKS, ONE MANUAL AND TWO ELECTRIC TYPEWRITERS. KISSINGER

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Disposition Event:
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